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**Maximizing Your Time and Workload**

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1. Learn to use the five basic tools of time management

**1. Calendar**

* Get a small planner or calendar where you can write down the dates of all upcoming church events or work events outside the normal schedule
* Mark specifically what you must prepare for that event (back up from that event and add to your to-do list)
* Write down on the due date when you have been given an assignment
* Write down dates of all special events or activities you are to attend
* Write down dates of all special days you want to remember (birthdays, anniversaries, etc.)
* Look at your calendar daily for what is on it for today, this week, this month, in 3 months, and in 6 months
* Plan your work accordingly and work into your to-do list
* On large events or assignments plan out short-term goals or deadlines along the way to avoid a crisis before the final deadline

**2. Checklist or To-Do List**

* Have a place to write a checklist of what you need to do on a daily basis
* Do not remove it from your list until it is completed or cancelled
* Move things forward if they did not get completed today
* Learn to prioritize based on your daily, weekly, monthly 3-month, and 6-month outlook
* As soon as you get done with one thing, check it off and get started on another
* Don’t keep putting off unpleasant or difficult tasks
* Form a habit of writing things down so they do not get forgotten or slip through the cracks

**3. Daily / Weekly Schedule**

* Fill out a daily / weekly schedule
* Fill in unmovable events first (church, work, ministry, soulwinning, etc.)
* Find where to fit everything else in around these
* Realize you will not be able to always maintain this schedule 100%
* Set general classifications like “office work” or “study” and then use your calendar and checklist to give you specific direction for that time period.
* Don’t waste time in blank time spots
* Save some time for making up time when an unexpected thing interrupted your schedule. If nothing came up, work ahead to buffer for when something does come up unexpectedly.

**4. Routine**

* Routine is you doing the same thing over and over again the same way at the same time until it becomes a habit.
* This will improve the **speed** at which you get things done
* This will improve the **efficiency** with which you get things done
* This will help prevent you from **forgetting** things as often
* Always put everything away in the same place every time
* Go to bed and get up at the same time every day (90 minute cycles)
* Eat at the same time every day
* Develop a daily morning routine for getting ready
* Develop a daily routine in your walk with God
* Develop a weekly routine on which days you work on which things

**5. Records and Organized files**

* Have a logging system of things you may need to reference later
* Subdivide your emails and computer files by categories
* Regularly eliminate unneeded files, emails, phone numbers, and papers

1. Learn to maximizeyour time

1. Some things require and should be given your full attention

* Learn the art of compartmentalization
* Eliminate or minimize distractions (phone, internet, computer, people, etc.)
* Know how to be quiet and brainstorm

2. Sometimes you can do two things at once and get more done

* Ride to work and listen to the Bible
* Shower and pray
* Eat and read
* Ride home from work make phone calls (hands free)

3. Take care of your brain and body (avoid brain fog or sluggishness)

* Proper foods, vitamins, sleep, and exercise (avoid sugar and caffeine)
* Learn how to get a quick charge or reset through exercise or a power nap

C. Learn to delegate properly

* Have your secretary look up things for you, book flights, make reservations, etc. on the internet to save you time
* Once your plate is full, look to see what things you can delegate to others to free you up to take on more
* Choose the proper candidate – faithful and teachable
* Properly train them right the first time

a. You do it and verbally instruct while they watch (may need written

directions as well if there are many steps to remember)

b. You both do it together

c. They do it while you watch and they talk you through what they are doing

d. They do it alone and you come inspect afterwards

e. They do it alone and you inspect occasionally

f. You turn it over to them as their full responsibility

D. Learn to prioritize your day and duties

* Prioritize based on deadlines, but don’t live by them (prepare early)
* Prioritize your pastor’s needs over yours
* Prioritize your family’s needs over yours
* Prioritize eternal over temporal
* Prioritize people over things   
   \* People get impatient, things do not

\* People have feelings, things do not

\* People come and go quickly, things will still be there later





